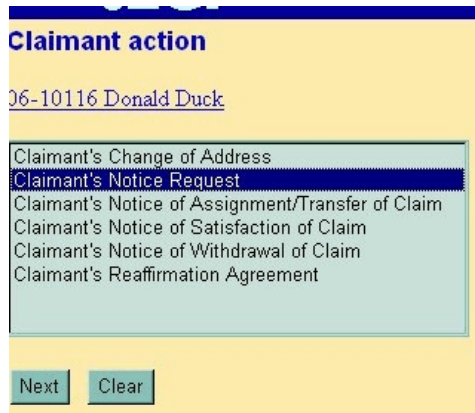


CREDITORS' COUNSEL/CLAIMANT'S ECF CHANGES
(Effective Sept. 16, 2006)

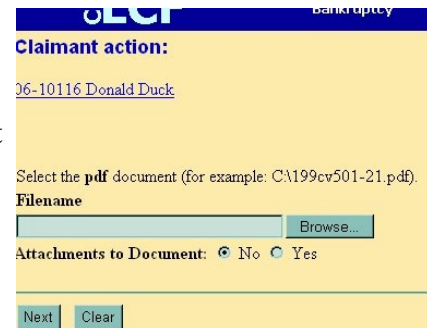
Notice Request (This event is NOT to be used to enter an appearance)



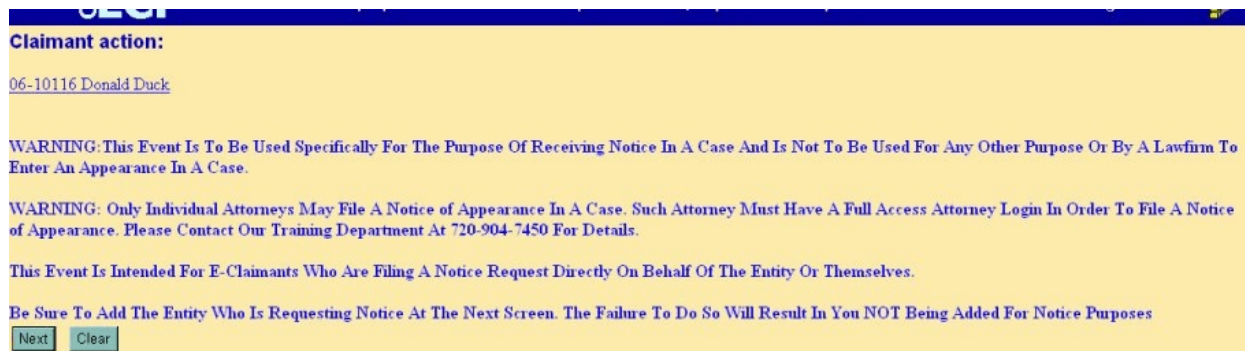
There have been some changes to the Notice Request. The main change is that you may add yourself/company as a creditor while filing your Notice Request without having to complete the extra step of going into Creditor Maintenance to add yourself/company as a creditor in the case:

You will still use the 'Claimant's Notice Request' event in the 'Claimant Filings' category.

You will locate the PDF file that contains your Notice Request on your computer.



Please pay attention to the warning screen that follows! This event is to be used ONLY to receive notice. This is NOT to be used to enter your appearance in a case!



Claimant action:

[06-10116 Donald Duck](#)

Add Creditor(s)

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Collection Agency
P.O. Box 555
Denver, CO 80202

Creditor type

Creditor committee ☒ No ☐ Yes

At the next screen, you must now add your name and address to be added as a creditor in the case. Please pay attention to the format. Enter the City, State and ZIP on the same line. 'Creditor Type' should be left at 'Creditor' and you should leave 'No' checked for 'Creditor Committee.'

Click 'Next' through the docket Text and Final Docket text screens to submit the transaction.

NOTE: After October 16, 2006, you will no longer receive the 'free look' at the documents, unless you are an actual party in the case.

Transfer/Assignment of Claims

When filing a Transfer/Assignment of Claim, you would still use 'Claimant's Notice of Assignment/Transfer of Claim' (Claimants) or 'Notice of Assignment/Transfer of Claim.' (Attorneys).

After uploading your document, you will be presented with the following screen. Please enter the claim number and indicate if it's being filed with or without a waiver. Please also note the warning message in blue.

Claimant action:

[06-10116 Donald Duck](#)

WARNING: The Correct Rule Regarding The Transfer/Assignment MUST Be Selected At The Next Screen.

The Correct Claim Number(s) MUST Be Entered At Both Prompts In This Transaction IF The Transfer/Assignment Is Filed Pursuant To Rule 3001(e)(2) or 3001(e)(4) - After A Claim Has Been Filed.

A Claim Status Screen Will Appear If A Claim Number Is Entered At Both Prompts In This Transaction. Be Sure To Select The Status Of Transfer/Assign At The Claim Status Screen.

Enter Correct Claim Number(s)

Enter Whether The Assignment/Transfer Is With Or Without Waiver of Service

At the next screen, you are prompted to enter the transferor/transferee information. If you need to add a new creditor for the transferee, please make sure you enter creditor name on first line, street address on second line and city, state and ZIP on the third line. After you have searched and selected the transferor, notice that the claim number is filled in for you. Make sure this is the correct claim number. Once you have finished selecting transferors, click ‘Next.’

You will be prompted to enter the claim number again at the next screen, please do not leave the claim number blank.

At the next screen, you will select the claim status. ALWAYS select the action you are currently performing. In this example, a transfer of claim is being filed, so you would select ‘Transfer/Assign.’

Click ‘Next’ at the Docket Text and Final Docket Text screens to submit the transaction.

Notice of Withdrawal of Claim

When filing a Notice of Withdrawal of Claim, you would still use 'Claimant's Notice of Withdrawal of Claim' (Claimants) or 'Notice of Withdrawal of Claim.' (Attorneys).

After uploading your PDF document, you will be presented with the following screen. If the claim has been filed, enter the claim number at both prompts. If it has not been filed, leave the prompts blank.

Claimant action:

[06-10116 Donald Duck](#)

You Must Enter The Correct Claim Number At BOTH Screens If The Claim Has Been Filed In This Case. If The Claim Has Not Been Filed Leave The Prompts Blank.

A Claim Status Screen Will Appear If A Claim Number Is Entered At Both Prompts In This Transaction. Be Sure To Select The Status Of Withdraw At The Claim Status Screen.

Enter Claim Number

Claimant action:

[06-10116 Donald Duck](#)

Claim No. 1: Status

Limit

Objection

Reclassify

Satisfaction

Transfer/Assign

Withdraw

If you have not entered a claim number, you will be taken to the final docket text screen. If you entered a claim number, you will be presented with the following screen. You will be prompted to select the claim status. ALWAYS select the action you are currently performing. In this example, a withdrawal of claim is being filed, so you would select 'Withdraw.'

Notice of Satisfaction of Claim

When filing a Notice of Satisfaction of Claim, you would still use ‘Claimant’s Notice of Satisfaction of Claim’ (Claimants) or ‘Notice of Satisfaction of Claim.’ (Attorneys).

After uploading your PDF document, you will be presented with the following screen. If the claim has been filed, enter the claim number at both prompts. If it has not been filed, leave the prompts blank.

Claimant action:

[06-10116 Donald Duck](#)

You Must Enter The Correct Claim Number At BOTH Screens If The Claim Has Been Filed In This Case. If The Claim Has Not Been Filed Leave The Prompts Blank.

A Claim Status Screen Will Appear If A Claim Number Is Entered At Both Prompts In This Transaction. Be Sure To Select The Status Of Withdraw At The Claim Status Screen.

Enter Claim Number

If you have not entered a claim number, you will be taken to the final docket text screen. If you entered a claim number, you will be presented with the following screen. You will be prompted to select the claim status. ALWAYS select the action you are currently performing. In this example, a notice of satisfaction of claim is being filed, so you would select ‘Satisfaction.’

Claimant action:

[06-10116 Donald Duck](#)

Claim No. 1: Status
Limit
Objection
Reclassify
Satisfaction
Transfer/Assign
Withdraw